



Building Bridges *Dreaming of New Heights*

In continuing its commitment to advancing career development within the Commonwealth, The Human Resources Division's Office of Diversity & Equal Opportunity in conjunction with its' Learning & Training Development Group, will offer a seminar on how to create your own Career Development Plan (CDP).

Please join us on –

Wednesday, May 3rd, 2006
Gardner Auditorium – State House
Boston, MA 02108
10:00 a.m. – 12:00 noon
1:00 p.m. - 3:00 p.m. (Repeat of a.m. session)

The seminar is intended to help you –

- ✓ Identify your current skills, abilities, talents and educational background
- ✓ Read and analyze job descriptions to identify the specific tasks of each job
- ✓ Extract the specific knowledge, skills, abilities (KSA) & educational background required to succeed in that job
- ✓ Evaluate your qualifications against the tasks assessment

To register go to: http://www.training.hrd.state.ma.us/registration_system/home.cfm

For more information please contact: Juanita.D.Allen@state.ma.us

“Connecting Employees with Commonwealth Opportunities”